



Report.Web

ACCOUNT Creation Information

AFSAC

- **A Report.Web Account is setup for CMCS and FETODS users automatically. SAMIS users wanting Report Web should input a request.**
 - for SAMIS reports (Push or Pull), CMCS reports, and FETODS(ETO/ITO)
 - External users with SAMIS
 - please e-mail afsac.samis.report.web@wpafb.af.mil requesting a Report.Web Account
 - For Interim Tech Orders(ITOs)
 - Please designate who should receive the Interim Tech Order in the e-mail as described above.
 - AFSAC Users
 - Please submit a Track-it Ticket requesting a Report.Web Account



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- **To obtain a Report.Web ACCOUNT**
- Please submit DD 2875 via AFSAC Online Links (“Apply for AFSAC Online and/or SAMIS Account”) Select the “Type of Applicant” category that applies to your situation. For “System Name” enter SAMIS, CMCS or FETODS Account.
 - Instructions and requirements are available to you for help in filling out the form and/or other documents that may be required with the DD 2875. **Be sure to check all the options in the category that applies to you to avoid having the form rejected.**
 - For Interim Tech Orders (ITOs)
 - In Block 27 on the DD 2875 please put the email address of the person designated to receive notification of the Interim Tech Order.



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- For Electronic Tech Orders (ETOs)
 - After Block 27 on the DD 2875 please input the TODO Numbers in the TODO List so that user will be granted access to the required items.

• **Email signed DD 2875 and/or other documents to:**

AFSAC.Computer.Security.Manager@us.af.mil